Secretariat

14 August 2017

Administrative instruction

Family leave, maternity leave and paternity leave

1. The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff rule 6.3, amends as follows administrative instruction ST/AI/2005/2, entitled "Family leave, maternity leave and paternity leave".

2. Section 6 is replaced by the following text:

Section 6
Pre-delivery leave

6.1 Upon submission by the staff member of a certificate from a licensed medical practitioner or midwife indicating the expected date of birth, the executive or local human resources office shall normally grant pre-delivery leave commencing no earlier than six weeks and no later than two weeks prior to the expected date of birth. Any questions or doubts as to the validity of the medical certificate shall be referred to the Medical Director or designated medical officer.

6.2 A staff member who is granted a period of pre-delivery leave of less than six weeks in accordance with section 6.1 above may, at her request, be permitted to work part-time between the sixth and second week preceding the expected date of birth. In such cases, the half days of absence shall be charged to the staff member's maternity leave entitlement.

6.3 If during the period of less than six weeks prior to anticipated date of birth and the start of the required two weeks pre-delivery leave, the staff member is not fit to continue to work, the matter shall be referred to the Medical Director or designated medical officer by the executive or local human resources office. When the Medical Director or designated medical officer determines that the staff member is not fit to continue to work on a full time or part time basis, the staff member's absence from work shall be charged to her sick leave entitlement.

3. The present instruction shall enter into force on the date of its issuance.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management

17-15013 (E) 010917

Please recycle